



REQUEST FOR QUALIFICATIONS #2016-026

SCADA Master Plan Study

Engineering Professional Services

Due Date:	January 19, 2016
Time:	11:00am
Receipt Location:	Government Center, 500 N. Main Street, Administrative Services, Procurement Division, Suite #709, Monroe, NC 28112

Procurement Contact Person

Name: Cheryl Wright, CPPO

Title: Division Director, Procurement

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1. SUBMITTAL DEADLINE

In accordance with Union County (the County) guidelines, submittals for the services specified will be received by Union County at the above specified location, until the time and date cited. Submittals received by the correct time shall be considered. Submittals received after the due date and time will not be considered.

Submittals shall be sealed and labeled on the outside **RFQ# 2015-026, SCADA Master Plan Study, Engineering Professional Services along with the submitter's name and address clearly indicated on the envelope.** Instructions for preparing the Statement of Qualifications (SOQs) are provided herein.

RFQ's are to be received by the Union County, Procurement Division by **time 11:00am, on January 19, 2016.** *Any submittals received after this date and time shall be rejected without exception.*

Mail or hand-deliver submission packets to:

Union County Government Center
Administrative Services, Procurement Division
ATTN: Cheryl Wright, Procurement Manager
500 North Main Street, Suite #709
Monroe, NC 28112

Electronic (email) or facsimile submissions will not be accepted.

Questions: Submit all questions regarding this Request for Qualifications in writing to: Cheryl Wright, Division Director, Procurement at Cheryl.wright@co.union.nc.us **no later than January 5, 2016.** There will be no pre-submittal conference.

Selection criteria are outlined in this document. Union County reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. With limited response, Union County reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

2. PURPOSE AND SCOPE

Pursuant to G.S. 143-64.31, the Union County Department of Public Works (UCPW) hereby requests qualified consultants to submit a SOQ for professional services for SCADA Master Plan Study: Engineering Professional Services. The overall goal is to develop a partnership with the selected consultant that is knowledgeable and experienced in evaluating SCADA systems, current SCADA technology & communications, procuring new SCADA systems, and developing plans and budgets to transition SCADA to a new platform.

UCPW currently has facilities across Union County. UCPW currently utilizes SCADA on 8 water tanks, 6 water booster pump stations, and 51 wastewater pump stations, five wastewater treatment plants (12-Mile, Crooked Creek, Olde Sycamore, Tallwood, & Grassy Branch).

An “on-call” consulting firm(s) qualified through the submittal process may be selected to provide professional services as indicated below. The scope of work may include but not be limited to the following:

ENGINEERING SERVICES

- Evaluation of UCPW’s current SCADA system
- Evaluation and recommendation SCADA technology on the market for water & wastewater utility owners
- Evaluation and recommendation of communication options to remote sites
- Recommend and specify system components such as instrumentation, networks, PLC/DCU/RTU, and etc. to modernize the SCADA system but allow for expansion
- Develop a plan and budget for transition to new SCADA platform
- Assist with procurement of new SCADA system
- Assist with implementation of new system

The goal of this project will be to assist Union County Public Works (UCPW) in transitioning its current SCADA system to a modernized platform with upgraded equipment. It is expected that the firm will provide UCPW with recommendations on how to modernize its SCADA system, suitable hardware and software, communications protocol, develop a budget, and how to phase this project to replace portions of the system each year while maintaining the existing SCADA system.

It is expected that this Task will be the primary task. There may be additional secondary tasks associated with this project, which will be negotiated separately. Project Tasks for more specific projects may be performed under additional Task Orders after additional scope and fee negotiating is completed. This service agreement will be for all work relating to the SCADA Master Plan and its implementation.

3. GENERAL TERMS

Equal Employment Opportunity: All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

Minority Businesses (MBE) or Disadvantaged Businesses (DBE): It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

Hold Harmless: The Firm shall indemnify Union County against any and all loss or damage to the extent arising out of the Firm's negligence in the performance of services under this Request and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Request.

Drug-Free Workplace: During the performance of this Request, the Firm agrees to provide a drug-free workplace for its employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Firm maintains a drug-free workplace.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

UNION COUNTY RESERVES THE RIGHT TO REJECT ANY AND/OR ALL QUALIFICATIONS AND TO WAIVE ANY AND ALL TECHNICALITIES.

4. SOQ SUBMITTAL REQUIREMENTS

Submit one (1) original and four (4) copies, in a sealed envelope labeled **RFQ# 2016-026 SCADA Master Plan Study: Engineering Professional Services along with the submitter's name and address clearly indicated on the envelope.** The original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package. Instructions for preparing the Statement of Qualifications (SOQs) are provided herein. A SOQ may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

SOQs should be submitted in three ring binders or spiral bound, tabbed for each section outlined below. The total length of the proposal, including cover letter, should be no more than 20 pages. Font size should be no smaller than Arial Narrow 11 point. Key personnel resumes should be brief and concise (included in the 20 page limit). Section dividers will not count toward the 20 page limit.

Please provide the following information in the sequence of the following major headings described below.

TAB 1: COVER LETTER

The cover letter shall briefly introduce your firm and any sub consultant team members, as well as:

- Designate your Project Manager and why they were chosen for this assignment;
- Specify the location of your local office from where project activities will be led;
- List the individual with contract signatory to enter into an agreement with Union County; and
- Provide contact information for any follow-up questions regarding the SOQ.

TAB 2: FIRM BACKGROUND

Provide a general description of the capabilities of your firm, including information related to its history, overall size, and local North Carolina resources with direct emphasis on SCADA implementation experience.

TAB 3: PROJECT TEAM

Provide a Project Team organizational chart identifying the team members proposed for this assignment, their availability, and a brief biography of each team member to include specific experience, project role, and office location. Only staff to be directly involved in the execution of the project shall be included with particular attention given to the Project Manager and technical staff.

TAB 4: QUALIFICATIONS AND EXPERIENCE

Briefly summarize the project team's experience with local government and SCADA system evaluation and implementation within the last 15-years. The qualification package should only include information about projects managed or worked on by key personnel listed in the organizational chart describe above.

Key components will be a firm's ability to demonstrate recent experience in assisting an Owner in the development and implementation of modernizing an existing SCADA system, project schedules, transitions, and maintaining budgets.

Provide references for each project including name, position, physical address, phone number, and email address of the Owners.

TAB 5: PROJECT UNDERSTANDING AND APPROACH

Based upon the information presented herein, provide a one to two page description of the overall approach the firm will take to complete this project.

TAB 6: WHY YOUR FIRM SHOULD BE SELECTED FOR THIS PROJECT

In no more than one (1) page, please provide a summary of why your firm is the best qualified and should be selected for this project.

5. SELECTION PROCESS

Maintaining the integrity of the RFQ process is of paramount importance for the County. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFQ until selection has been made, other than the County's designated procurement contact person identified in the introduction to this RFQ. Representatives of Union County will read, review, and evaluate the qualifications independently based on the evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected respondents.

The following factors will be used in the initial evaluation process.

REPUTATION, QUALITY, AND EXPERIENCE OF FIRM

- Has the firm worked with the County successfully in the past (if applicable)?
- Does the firm have experience working with local governments?
- Does the firm and specifically its team members have experience evaluating SCADA systems, recommending new SCADA systems, and assisting an Owner in implementing a new SCADA system?
- Has the firm successfully worked with owners to recommend and implement SCADA system upgrades or replacements?
- Does the firm have the depth and breadth of resources necessary to achieve the county's goals in a designated timeframe in order to keep it on schedule?
- Has the firm demonstrated an understanding of the specific needs of UCPW in this effort?

PROPOSED PROJECT TEAM

- Does the proposed project team appear to have the appropriate experience and capabilities to perform the project?
- Is the firm proposing to use local resources to enhance communication with the County, regulatory agencies, and other interested stakeholders?
- Does the firm's organizational structure support the project team and project objectives?
- Is the availability of key team members to participate adequate to support UCPW?

OVERALL PROJECT MANAGEMENT APPROACH

- How successfully does the SOQ provide a clear and concise answer to the question – “Why should UCPW select your firm for these services?”
- Does the firm successfully demonstrate its approach to Project Management in regards to quality assurance, cost control, and schedule?

PROJECT UNDERSTANDING AND APPROACH

- Does the firm demonstrate an understanding of the critical issues associated with this project and provide the County with an approach that will address both short-term and long-term goals and objectives?

6. SCHEDULE

It is anticipated that the review of qualifications are tentatively scheduled to be completed by February 2016. Interviews may or may not be conducted after that time. All firms submitting as SOQ will be notified of the results of the selection process.